Approved for Release
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Date

DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES (HR) BULLETIN #138, FY11

SUBJECT: The Presidential Management Fellows (PMF) Program

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: HR Bulletin #112, FY10, dated February 24, 2010

BACKGROUND: Executive Order (EO) 13562, "Recruiting and Hiring Students and Recent Graduates," signed December 27, 2010, modifying the PMF Program, has not yet been implemented; therefore, EO 13318, "Presidential Management Fellows Program," effective June 20, 2005, is still in effect. EO 13318 modified the Presidential Management Intern Program and renamed it the PMF Program. In addition, the Office of Personnel Management (OPM) updated the "Presidential Management Fellows Program Guide for Agencies," effective February 6, 2009.

The OPM PMF Office is responsible for the overall management of the PMF Program, including nationwide recruiting and orientation training. Those selected as Presidential Management Fellows (Fellow) receive an initial two-year excepted service appointment at the General Schedule (GS)-9, GS-11, or GS-12 level (or equivalent). Following successful completion of the Program and obtaining certification by the operating unit's Executive Resources Board (ERB) or equivalent, the Fellow must be converted to a full-time, career or career-conditional appointment in the competitive service.

REVISIONS: This bulletin clarifies the guidance on applying veterans' preference during the applicant consideration and selection process. Veterans' preference procedures under Title 5, Code of Federal Regulations (CFR) §§302.304 and 302.401 must be applied to all applicants within the same applicant pool. All three methods of consideration – Finalists Express an Interest, Finalists Apply to a Position Posted on PPS, and Finalists Contacted by Department Personnel – are considered to be part of the same applicant pool. This HR Bulletin also eliminates the specified 16 hours of Department orientation training; changes the name of the Department PMF "Coordinator" to the Department PMF "Program Manager"; includes guidance

on rotational and developmental assignments outside the Federal Government; and provides guidance on the movement of a Fellow to another bureau/operating unit within the Department.

PURPOSE: The purpose of this HR Bulletin is to revise the process of applying veterans' preference, based upon recent guidance from OPM, for the following methods of consideration: Finalists Express an Interest, Finalists Apply to a Position Posted on PPS, and Finalists Contacted by Department Personnel.

COVERAGE AND EXCLUSIONS: This policy applies to all Departmental managers, supervisors, and Department PMF Program Managers and operating unit PMF Coordinators.

ELIGIBILITY: To be eligible for a PMF Program appointment, a candidate must:

a. Complete or expect to complete an advanced degree from a college or university that meets the accreditation requirements as stated in the General Policies and Instructions section of OPM's "Operating Manual: Qualification Standards for General Schedule Positions," under Educational and Training Provisions or Requirements, by August 31 of the academic year in which the competition is held;

b. Receive the nomination of the dean or academic program director of their college or university;

c. Successfully complete an assessment administered by OPM and be selected by OPM as a PMF Finalist; and

d. Meet the requirements of the position being appointed, in accordance with OPM's Qualification Standards.

PROGRAM REQUIREMENTS: Fellows count against personnel ceilings. To hire a Fellow, supervisors must have an approved permanent full-time position available at the time a selection is made. Additionally, OPM requires payment of a reimbursement fee, which covers costs associated with the recruitment, selection, placement, orientation, and graduation of Fellows. Reimbursement fees shall be paid by the operating unit within 30 days of a PMF Finalist accepting a PMF Program appointment. The Department's Office of Human Resources Management (OHRM) serves as the Program policy office and is responsible for developing and implementing Program policy and guidance, and for providing accountability oversight. The Department will appoint a Department PMF Program Manager; each operating unit must appoint a PMF Coordinator. The designated operating unit PMF Coordinator is responsible for managing and administering all aspects of the bureau or operating unit's PMF Program in accordance with this policy.

PROGRAM RESPONSIBILITIES:

a. The Department is the liaison office between the OPM PMF Office and an operating unit PMF Coordinator. The operating unit PMF Coordinator monitors and facilitates recruitment, hiring, and employment policies and procedures across the operating unit. Operating unit PMF

Coordinators are responsible for attending OPM's annual PMF Job Fair if their unit is interested in hiring a PMF.

b. Each operating unit PMF Coordinator is responsible for advising on and communicating PMF Program requirements to supervisors, and for their organization's PMF Program recruitment and appointments. In addition, the operating unit PMF Coordinator is responsible for monitoring and overseeing the training and development of Fellows within the operating unit to ensure they receive the training and developmental/rotational assignment(s) set forth by OPM regulations. Upon request from the Department PMF Program Manager, each operating unit PMF Coordinator will advise the Department PMF Program Manager of their operating unit's projected PMF hiring needs for the specified fiscal year(s). At the time of a PMF Program appointment, each operating unit PMF Coordinator will monitor the hiring office's timely completion and submission of OPM Form 1616 (Interagency/Intergovernmental Agreement) to pay the required reimbursement fees. Each operating unit PMF Coordinator must immediately notify the Department PMF Program Manager of any PMF hires and provide appointment dates.

c. Supervisors will identify positions in their organizations to be filled through the PMF Program. Supervisors are encouraged to attend the annual Spring PMF Job Fair to meet the candidates, promote the agency, and conduct interviews. Hiring managers will notify operating unit PMF Coordinators of the PMF Finalist(s) selected and operating unit PMF Coordinators will then notify their SHRO, in order for an HR Specialist to extend a job offer.

To balance the development of Fellows and enhance their performance, supervisors will:

1. Develop an individual development plan (IDP) with each Fellow selected within 30 days of their appointment;

2. Authorize and monitor completion of at least one developmental assignment of four to six continuous months in the occupation or functional discipline in which the Fellow will most likely be placed. This assignment must have full-time management and/or technical responsibilities consistent with the Fellow's IDP;

3. Ensure completion of required training;

4. Provide a performance plan and annual performance evaluation in accordance with the Department's performance management program; and

5. Support the Fellow's participation in developmental activities.

d. PMF appointees participate in the development of their IDPs with their supervisors, and mentors if applicable, with oversight from their operating unit PMF Coordinator. Fellows will participate in various OPM, Department, and operating unit sponsored program activities, such as formal and informal orientations; trainings; developmental/rotational and shadowing assignments; other developmental activities; and graduation. Fellows should assist with planning and organizing other meetings and workshops that will contribute to their development.

e. The operating unit PMF Coordinator shall perform the initial PMF Program completion review, using the PMF Program Requirements certification sheet (attached), for successful completion of the PMF Program requirements for Fellows. The operating unit PMF Coordinator must consider whether the Fellow: 1) has demonstrated successful performance according to the individual's performance plan; 2) has achieved the developmental expectations set forth in the IDP; and 3) has met all requirements of the PMF Program as outlined in Title 5, CFR, Part 362. The operating unit PMF Coordinator certifies PMF Program completion by signing the certification sheet. The operating unit PMF Coordinator forwards the signed certification sheet, along with the corresponding documentation, to the operating unit's ERB or equivalent for final certification. The result of the ERB or equivalent certification is forwarded to the operating unit PMF Coordinator. The operating unit PMF Coordinator forwards the certification result to the Department PMF Program Manager, who then forwards the certification results to OPM (as they administer the PMF Program and maintain statistical data). OPM will contact the Fellows and provide them with information regarding the PMF Program graduation ceremony.

FINALISTS: OPM is responsible for recruiting candidates for the PMF Program. Individuals who meet the requirements of Title 5, CFR § 362.202(b) apply directly to OPM. OPM conducts the assessment process, adjudicates veterans' preference and selects the PMF Finalists for that year's PMF class. Applicants who have been deemed Finalists are considered eligible for the PMF Program during the 12-month period immediately following OPM's official announcement of their selection as a Finalist.

APPOINTMENTS: Fellows are appointed to the excepted service under Title 5, CFR § 213.3102(ii), and must be appointed no later than 12 months after selection as a Finalist, and must be appointed at the GS-9 level or equivalent, at a minimum. However, if the operating unit determines that a Fellow meets the requisite qualification requirements, the operating unit may appoint the Fellow at the GS-11 or GS-12 level or equivalent. OPM assesses PMF applicants for general eligibility and initial appointment at the designated minimum grade level or equivalent. To make an initial appointment above the minimum level, the operating unit's SHRO must determine that the PMF Finalist meets the applicable qualification standard for the position at a higher grade level, e.g., GS-11, GS-12 or equivalent. A higher step within the minimum GS pay range may be permissible, in accordance with the highest previous rate rules, under Title 5, CFR § 531.221, if the Fellow has had prior higher level Federal civilian service. The operating unit's SHRO will determine the permissible rate of pay. For operating units participating in an alternative personnel management system, the supervisor may set the pay anywhere within the pay band to which the Fellow is appointed.

The superior qualifications authority under Title 5, CFR § 531.212 may be used to grant appointments above the minimum rate for any GS grade level covered by this HR Bulletin as long as the increase does not exceed 20 percent of the candidate's existing pay. Superior qualifications appointments at any rate above 20 percent of the candidate's existing pay may be made only with prior approval of the Principal Human Resources Manager or designee and concurrence of their Chief Financial Officer.

RECRUITING FELLOWS: Hiring officials can hire Fellows as highly skilled new staff members, and as investments in succession planning. The OPM PMF Office recruits thousands of candidates, assesses their skills, and selects only the top Finalists, saving agencies time and expenses, and ensuring a premium candidate pool. There are several recruitment options that hiring managers may utilize when recruiting Fellows. Hiring managers may post positions on OPM's online PPS, view finalists' resumes on the PPS, and/or attend OPM's annual Spring PMF Job Fair. Fellows may be hired at any time throughout the 12-month period immediately following OPM's official announcement of their selection as a Finalist.

a. Posting positions to the PMF PPS: Operating unit PMF Coordinators are encouraged to post PMF positions on OPM's online PPS. When feasible, positions should be posted prior to the annual PMF Job Fair; however, positions may be posted throughout the year. Operating unit PMF Coordinators are responsible for entering positions, editing or deleting existing positions, and maintaining up-to-date information. Positions should include details on the specific skills and abilities the operating unit is seeking. There is no minimum or maximum open period, and postings can be canceled at any time without notice. Operating unit PMF Coordinators and hiring managers must consider all Finalists who apply for, express an interest in, or who are contacted by Departmental personnel for a position that has been posted on PPS. The Department PMF Program Manager can provide access to operating unit PMF Coordinators. The operating unit PMF Coordinators will provide access to hiring managers within their bureau who are interested in viewing Finalists' resumes through OPM's PPS.

b. Viewing Finalists' Resumes: Operating unit PMF Coordinators and hiring managers may view Finalists' resumes on PPS throughout the 12-month period following the official announcement of their selection as Finalists. Once the SHRO has determined that a Finalist meets the qualification requirements for a position, operating unit PMF Coordinators and hiring managers may contact the Finalist for an interview.

c. Attending the Annual Spring PMF Job Fair: Operating unit PMF Coordinators and hiring managers may attend OPM's annual Spring PMF Job Fair. During the Job Fair, hiring managers and HR personnel can receive resumes, interview Finalists, and extend tentative job offers. Operating unit PMF Coordinators must notify the Department PMF Program Manager of their intent to attend the Job Fair and to request an exhibit booth and an interview booth(s). The Department PMF Program Manager is the liaison with OPM and shall register operating units as well as secure requested exhibit and interview booths.

d. Extending Appointments: Operating unit HR Specialists can extend job offers to Finalists in the PMF Program, for which they must meet OPM's "Operating Manual: Qualification Standards for General Schedule Positions," at any time during the 12-month period immediately following OPM's official announcement of their selection as Finalists. **PMF Finalists must actually enter on duty within this 12-month period.**

VETERANS' PREFERENCE: Preference eligibles receive three-tiered consideration during the PMF process. The first tier occurs during the nomination process. The second tier occurs during the OPM application review and rating process, and the third tier occurs during the agency appointment process. Veterans' preference is applied during the assessment process, in

accordance with Title 5, CFR §§ 302.201, 302.302, and 302.304. During the nomination process, candidates are ranked according to their assessment score, with the adjudicated veterans' preference points applied. OPM adjudicates veterans' preference based on the supporting documentation supplied by the PMF candidate. Compensable disabled veterans go to the top of the list. From this list, OPM designates the PMF Finalists and posts the Finalists' names and online resumes on the PMF website in alphabetical (unranked) order.

Operating unit PMF Coordinators and hiring managers who are registered users of OPM's online PPS may access a separate list that indicates the veterans' preference category for those Finalists who have preference. The Department PMF Program Manager can provide access to operating unit PMF Coordinators. The operating unit PMF Coordinators will provide access to hiring managers within their bureau interested in viewing Finalists' resumes through OPM's PPS.

Veterans' preference procedures under Title 5, CFR §§ 302.304 and 302.401 must be applied during the consideration and selection process to all applicants within the same applicant pool. The following methods of consideration are considered to be in the same applicant pool:

a. Finalists Express an Interest: "Express an interest" means an applicant has initiated contact with the operating unit in person, by phone, or other direct communication and has asked for consideration for appointment to a specific position, including providing a resume at the annual Spring PMF Job Fair.

b. Finalists Apply to a Position Posted on PPS: Applicants who apply to a specific position posted on PPS during its posted time period.

c. Finalists Contacted by Department Personnel: All candidates who are contacted in reference to the same position. Once contact is made with an applicant and the individual is interested in the position, they are considered part of the applicant pool for that particular position.

For example: When a preference eligible expresses an interest in a specific position and a non-preference eligible applies to the same position through PPS, the hiring manager must select the preference eligible, for he or she is considered to be in the same applicant pool as the non-preference eligible who applied for the position.

Applying Veterans' Preference: Hiring managers are required to select from the **highest available preference group (CPS, CP, XP, or TP)** based upon the applicant's preference designation within the pool. When there are fewer than three preference eligible candidates in the highest preference group, consideration may be expanded to include the next group.

For example: First consideration must be given to the highest preference group, consisting of preference eligibles having a service-connected disability of 10 percent or more (CPS and CP); second consideration is to other 10-point preference eligibles (XP); third consideration is to 5-point preference eligibles (TP); and last consideration is to non-preference eligibles. Once a job offer is extended, accepted, and an enter-on-duty date is established for all available

positions, that specific applicant pool is closed. Preference eligibles who request consideration after job offers are extended and accepted for all of the available positions will become part of a new applicant pool that will be established if/when a new position becomes available.

PASSING OVER OR REMOVING A PREFERENCE ELIGIBLE FROM CONSIDERATION: A preference eligible who is contacted by a hiring manager or other Department personnel, who has expressed an interest in, or has applied to a specific position, may only be removed from consideration upon approval of a formal pass over request. The hiring manager must demonstrate that the individual does not qualify or meet the criteria for the position. Prior to removing the preference eligible, the hiring manager must submit a written request to pass over the preference eligible to their operating unit PMF Coordinator, documenting the reason(s) as to why the individual is not qualified or did not meet the criteria for the position and should be removed from consideration. Upon concurrence, the operating unit PMF Coordinator must submit a written request and justification to the Department PMF Program Manager, who will forward it to the Director for Human Resources Management and Deputy Chief Human Capital Officer (Director) for approval. Only upon receiving written approval from the Director can the preference eligible be passed over and removed from consideration in favor of a non-preference eligible.

The documentation and approval process:

a. For 10 percent or more but less than 30 percent compensable disabled veterans, and other preference eligibles (CP, XP, TP): All requests must be forwarded by the Department PMF Program Manager to the Director for approval. Only after final approval from the Director can a 10 percent or more (but less than 30 percent) compensable disabled veteran, or other preference eligible, be passed over. Submission requests must include an Agency Request to Pass Over a Preference Eligible or Object to an Eligible (SF-62); a copy of the job announcement; the position description; the crediting plan; the preference eligible's application; a ranking sheet justification for pass over; and any other available information and documents considered pertinent to the case.

b. For 30 percent or more compensable disabled veterans (CPS): All requests must be forwarded to the Department PMF Program Manager, who will forward them to the Director for preliminary approval. Upon preliminary approval from the Director, requests for pass over of a 30 percent or more compensable disabled veteran must be submitted to OPM by the Director for final approval. Only after the pass over request has received final approval from OPM can the 30 percent or more compensable disabled veteran be passed over. Submission requests must include an Agency Request to Pass Over a Preference Eligible or Object to an Eligible (SF-62); a copy of the job announcement; the position description; the crediting plan; the preference eligible's application; a ranking sheet justification for pass over; and any other available information and documents considered pertinent to the case.

c. Pass over requests for all preference eligibles when based on material, intentional false statement or deception or fraud in examination or appointment (CPS, CP XP, TP): All requests must be submitted to the Department PMF Program Manager, who will submit them to the Director for review and preliminary approval. Upon preliminary approval from the Director,

requests to pass over an individual must be submitted to OPM by the Director for final approval. Only after the request has received final approval from OPM can the individual be passed over. Submission requests must include an Agency Request to Pass Over a Preference Eligible or Object to an Eligible (SF-62); a copy of the job announcement; the position description; the crediting plan; the preference eligible's application; a ranking sheet justification for pass over; and any other available information and documents considered pertinent to the case.

PROGRAM MENTORS: Mentors for Fellows are not required; however, if assigned, mentors shall be senior-grade volunteers outside of the Fellow's normal chain of command. Mentors should be those who can provide leadership, insight, guidance, and objectivity to the Fellow during their PMF Program and thereafter. Mentors serve as role models and personal advisors to convey positive information about the Department's mission, policies, rules, and regulations. A Fellow's supervisor and the operating unit PMF Coordinator shall assist the Fellow, if applicable, in identifying appropriate mentors and ensuring that the Fellow/mentor relationship has been established. A Fellow may also be paired with other skilled and experienced employees (for networking and developing other insights and skills) in preparation for managerial and supervisory positions.

INDIVIDUAL DEVELOPMENT PLAN (IDP): The IDPs of Fellows shall be completed within 30 days after the effective date of their appointment and should be aligned with the Fellow's performance plan, target position, and career development goals. IDPs are designed for the two-year appointment and set forth the specific developmental activities designed to impart the competencies of the occupation or functional discipline in which the Fellow is most likely to be placed. IDPs should specify how and when the learning objectives will be met, and determine how the Fellow will be evaluated. The target position of a Fellow is a position, occupational series, or program area, as defined by the employing organization that may plan to employ the Fellow upon successful completion of the PMF Program. As necessary, IDPs should be updated to include previously unforeseen training and development requirements.

Fellows will prepare their IDPs in consultation with their supervisor and with oversight from the operating unit PMF Coordinator. Each IDP should be individually tailored around the following elements:

a. Target Position: A brief description of the target position, and the specific knowledge, skills, and abilities needed to qualify for the target position upon successful completion of the two-year PMF Program.

b. Learning Objective: The learning objective should include general management areas, as well as specific technical skills and experiences that will qualify the Fellow for the target position at the end of the two-year PMF Program.

c. Details and Timeline: The IDP should clearly indicate when and how the learning objectives will be accomplished. It should outline the required developmental assignment as well as the 80 hours of formal classroom training each year of the PMF Program, including OPM's Orientation Program and the Department's Orientation Program.

d. Demonstrated Success: The IDP should include a means for tracking the completion of all IDP objectives at the end of the two-year PMF Program. The supervisor, and mentor if applicable, and the Fellow should be partners in determining if the objectives set forth in the IDP have been accomplished. Should events preclude an individual from attaining specific learning objectives by a particular date, alternative arrangements should be made with their supervisor.

ORIENTATION, TRAINING AND DEVELOPMENT: Supervisors will provide a minimum of 80 hours per year of formal classroom training for each Fellow that addresses the core competencies required of the occupation or functional discipline in which the Fellow will most likely be placed upon completion. Formal classroom training can be in the form of "blended courses" that combine online and in-person learning. Blended courses must combine some form of human instructor interaction with multiple students, either through virtual means or in person, and any electronic learning component (e.g., webinars). Courses that are only technology-based, such as online, virtual instruction, etc., cannot count toward the 80 hours of formal classroom training. OPM-sponsored PMF training (including orientation), and the Department's orientation training, count toward the annual 80-hour requirement.

Fellows must attend the following:

a. OPM's Orientation Training Program. Each Fellow should complete this training during the first year of the PMF Program. This orientation session provides Fellows with an overall perspective on the Federal Government and the PMF Program, and includes components on leadership, communications, teamwork, and preparation of IDPs. The session also provides valuable networking opportunities.

b. Department Orientation Training Conducted by the Department's OHRM. Each Fellow should complete this training during the first year of the PMF Program. This training covers the Department's mission, organizational structure, and strategic plans.

DEVELOPMENTAL/ROTATIONAL ASSIGNMENT(s): Developmental assignments are required as part of the PMF Program and are intended to broaden the Fellow's perspective on the work of the Department, which can lead to an insightful employee and a more effective leader. Developmental assignments **must** prepare the Fellow for the occupation or function in which he or she is likely to be placed. Rotational assignments are not required; however, they can be used to broaden the Fellow's perspective of the Government's executive branch. Developmental and rotational assignments can range from assignments at a Fellow's home agency (outside of their immediate office), to another agency, or even outside of the Federal Government. The assignments are to be clearly outlined and negotiated in advance with the Fellow's supervisor.

Developmental and rotational assignments in the PMF Program are covered under Departmental policy on details and assignments and must follow the appropriate approval process.

a. Operating units must provide a Fellow at least one developmental assignment of four to six continuous months in the occupation or functional discipline in which the Fellow will most likely be placed. The assignment must have full-time management or technical responsibilities consistent with the Fellow's IDP.

b. In addition, the supervisor may provide the Fellow with additional rotational assignments from one to six months, to any desired field. Fellows can gain management experience, work in specific occupational fields, or learn about a program function from another agency's perspective. The nature of the rotational assignment should be mutually agreed upon by the supervisor and the Fellow. While rotational assignments do not have to directly relate to the Fellow's present position, current field, or functional area (in which the Fellow will most likely be placed), assignments must relate to the overall career path identified by the supervisor and Fellow in the IDP. Rotational assignments are to be decided by the home organization, and the Fellow's supervisor and host organization must mutually agree on the timing of rotational assignments so there is no conflict with the Fellow's responsibilities in the home organization.

c. Developmental and rotational assignments must be carefully planned and documented to provide a clear understanding of the expectations, goals, timing of the assignment, and the office where the training will occur, in order to provide maximum benefit for the Fellow. Training objectives should be well defined prior to the effective date of the assignment. Developmental and rotational assignment supervisors are responsible for preparing a written assessment of the Fellow's performance at the conclusion of the assignment, including training received and work accomplished, and must provide the assessment to the supervisor of record. The supervisor of record will use the assessment in completing the Fellow's annual performance evaluation. Upon completion of the developmental or rotational assignment, Fellows will return to their position of record.

The written documentation shall be developed by the host supervisor in coordination with the Fellow, supervisor of record, and the operating unit PMF Coordinator, and must include:

1. Dates of the assignment;

2. Duties that the Fellow will perform;

3. Relationship of the developmental or rotational assignment to the Fellow's career goals;

4. How the Fellow's performance will be appraised during the assignment; and

5. Long-term benefit to the Department of the developmental or rotational assignment.

d. Both reimbursable and non-reimbursable developmental and rotational assignments outside the Department and between bureaus may be negotiated on behalf of the Department, by the heads of operating units or their designee. All reimbursable and non-reimbursable details or assignments, modifications, and extensions to organizations outside the Department must be approved by the Director prior to the Fellow beginning the detail or assignment. Details or assignments between bureaus in the Department do not need approval from the Director.

Note: Prior to a Fellow beginning a detail or assignment outside the Department to another Federal agency or between bureaus, a Memorandum of Understanding (MOU) between the parties must be reviewed and approved by the Office of General Counsel (OGC). All MOUs

must be submitted to the Department PMF Program Manager **unsigned,** who will in turn submit the document to OGC.

Prior to a Fellow beginning a temporary assignment to a State, local, or Tribal government; institution of higher education; or other eligible organizations, an Intergovernmental Personnel Act agreement is required.

OTHER DEVELOPMENTAL ACTIVITIES: In addition to formal classroom training, developmental activities may include the following: on-the-job training; mentoring sessions; career management counseling; rotational assignments; educational brown-bag lunches; cross-training; career broadening assignments; and attendance at conferences, workshops, and off-site meetings. Operating units may provide additional informal training and development through participation in other activities, such as:

a. Shadowing Assignments. Fellows may complete shadowing assignments of a short duration, such as one week. By shadowing managers, Fellows gain insight regarding the scope of managerial responsibilities and management approaches.

b. Readings and Seminars. Fellows may meet informally with their supervisors, organizational staff, and other Fellows to discuss books or articles on areas of interest.

c. Meet-the-Manager Sessions. Fellows may meet with other managers outside their operating unit to discuss managerial duties and responsibilities, current Departmental- and bureau-level issues and recommendations regarding the Fellow's career development.

d. Program Impact Paper. At the end of the first and second year of the PMF Program, Fellows may be asked by their operating unit PMF Coordinator, or their supervisor, to prepare a short paper discussing their experiences and observations, which will be used in determining potential improvements to the PMF Program within the operating unit and/or Department.

PROMOTION CRITERIA: Time-in-grade requirements do not apply to the promotion of a Fellow, and individuals may be promoted to the GS-13 level or equivalent provided they meet the following eligibility requirements. Fellows are eligible for promotion after they have served in their current position of record for a minimum of 120 days, as required by the Department's performance management system; have a performance rating of at least Level 3 or equivalent; meet OPM's Qualification Standards for General Schedule Positions for the appropriate series and grade level/band; possess the specialized experience equivalent in difficulty to the next lower grade level/band; demonstrate the ability to perform at the higher grade level/band; and meet all of the requirements for promotion as identified in their IDP. The IDP must indicate the competencies required for each grade level/band as well as provide a benchmark identifying the successful acquisition of the needed competencies. Promotions above the GS-13 level or equivalent for a Fellow can only occur on or after the date of conversion to the competitive service and are dependent upon the Department or operating unit's Merit Assignment Program, the position's career ladder and full performance level, and the Fellow's performance.

PROMOTION APPROVAL PROCESS: PMF supervisors shall provide the following to the operating unit PMF Coordinator: Standard Form (SF)-52 requesting the promotion; the Fellow's current performance plan and appropriate end-of-year performance rating or interim rating; documentation that the Fellow meets all requirements of OPM's Qualification Standards for General Schedule Positions for the appropriate series and grade level/band, meets the specialized experience equivalent in difficulty to the next lower grade level/band, demonstrates the ability to perform at the higher grade level/band; a copy of the Fellow's IDP for their current grade level/band; and documentation that the Fellow meets all requirements for promotion as identified in their IDP. The operating unit PMF Coordinator shall review and certify that all criteria for the current grade level/band have been met, and then forward the documentation and certification to the operating unit's ERB for final approval. After the operating unit's ERB final approval, the promotion request may be submitted to the appropriate SHRO for processing. The operating unit PMF Coordinator shall notify the Department PMF Program Manager of the Fellow's promotion.

PERFORMANCE MANAGEMENT: All Fellows are covered by either the Department's 5-Level Performance Management System, Commerce's Alternative Personnel System (CAPS), or the Alternative Personnel Management System (APMS). Under all systems, Fellows must be issued a performance plan that outlines specific elements and standards that the Fellow is expected to accomplish during the appraisal cycle. At the midpoint of the appraisal cycle, Fellows must receive a formal progress review, and at the end of the appraisal cycle, the supervisor of record must evaluate the Fellow's performance against the elements and standards in the performance plan, and assign a rating of record. If a Fellow's performance falls below Level 3 or equivalent, the supervisor should contact their SHRO for guidance and notify their operating unit PMF Coordinator. For additional information on the 5-Level Performance Management System, refer to Department Administrative Order (DAO) 202-430, "Performance Management System," and the Performance Management System Handbook; for CAPS, refer to the CAPS Operating Procedures Manual; and for APMS, refer to the APMS Performance Management Program.

To progress in grades and complete the PMF Program, Fellows must attain a performance rating of Level 3 or equivalent for all critical elements in their performance plan. Supervisors cannot allow a promotion or a conversion action to occur if the Fellow's performance is less than a Level 3 or equivalent.

During the PMF appointment, a three-way feedback process should be implemented between the supervisor of record, the Fellow, and the operating unit PMF Coordinator to address the Fellow's developmental progress and the adequacy of developmental experiences. Supervisors must monitor the Fellow's work progress and provide feedback on how well the Fellow is meeting the learning objectives of their IDP.

PERFORMANCE BELOW LEVEL 3 OR EQUIVALENT: Fellows will be given assistance in improving whenever their performance rating is determined to be below Level 3 or equivalent. Individuals performing below that level are expected to have additional progress reviews.

Failure to meet the minimum standards outlined in the position description and performance plan can lead to warnings, termination, or other corrective action as appropriate. It is the responsibility of the supervisor, with oversight from the operating unit PMF Coordinator, to review and follow established regulations when addressing performance issues. Procedures should take into consideration the Fellow's IDP, performance plan, and performance reviews.

The supervisor and operating unit PMF Coordinator should attempt to resolve performance issues before the end of the two-year PMF Program. Fellows who have demonstrated ongoing performance problems cannot be converted.

CONDUCT ISSUES: It is the responsibility of the supervisor, with oversight from the operating unit PMF Coordinator, to review and follow established regulations when addressing conduct issues. Procedures regarding disciplinary actions should include counseling, rights for veterans, a notice of intent to not certify Program completion 30 calendar days before the end of the Program, and/or notification to the Department PMF Program Manager of the decision to terminate the Fellow's appointment within 15 days of the decision.

The supervisor and operating unit PMF Coordinator should attempt to resolve conduct issues before the end of the two-year PMF Program. Fellows who have demonstrated ongoing conduct issues cannot be converted.

CERTIFICATION OF COMPLETION: The operating unit PMF Coordinator must begin the certification process with enough time to complete the entire process so they can notify the Fellow of the operating unit's ERB decision no later than 30 days before the expiration of their appointment.

a. Upon a Fellow's completion of the PMF Program, the operating unit's PMF Coordinator must evaluate and certify in writing (using the appropriate certification sheet) that all requirements of the PMF Program have been met, including developmental expectations set forth in the individual's performance plan and IDP, and that the Fellow has a demonstrated performance rating of at least Level 3 or equivalent.

b. Once the operating unit's PMF Coordinator certifies PMF Program completion using the certification sheet, the signed certification is forwarded to the operating unit's ERB or equivalent, for final review and certification. The appropriate ERB member signs the certification sheet upon determination that the Fellow has completed all requirements of the PMF Program and can be non-competitively converted to a full-time, career or career-conditional appointment in the competitive service.

c. The operating unit's ERB member or equivalent shall return the signed certification sheet to the operating unit PMF Coordinator.

d. The operating unit PMF Coordinator shall notify the Fellow of being certified or not certified no later than 30 calendar days prior to the expiration of their appointment in the PMF Program.

e. The operating unit PMF Coordinator shall provide the Department PMF Program Manager a list of the following for each Fellow who has completed the requirements of the PMF Program: name; class year; ERB or equivalent certification date; conversion date to career or career-conditional appointment in the competitive service; position converted to; job series/grade; phone number; e-mail; and the ERB or equivalent official's name, number, and e-mail.

f. The Department PMF Program Manager shall forward the information for each Fellow to OPM in accordance with OPM's PMF Program Guide for Agencies, dated February 6, 2009.

g. If a Fellow is not certified by their operating unit, the Fellow may request a reconsideration from OPM of their operating unit's determination. The Fellow must submit a written request that includes their justification to the OPM Director or the Director's designee through the OPM PMF Office within 15 calendar days from the date of the operating unit's determination.

1. The Fellow may continue in the Program pending the outcome of his/her request for reconsideration.

2. The OPM Director or the designee's determination shall be final and not subject to further review or appeal.

APPOINTMENT EXTENSIONS: Under rare and unusual circumstances, the head of the operating unit may extend the two-year appointment by up to 120 days. The operating unit PMF Coordinator shall provide notification to the Department PMF Program Manager that a Fellow's appointment has been extended. The notification must include the reason for the extension and the time period. Requests for extensions for more than 120 days, and up to one year, must be submitted in writing to OPM through the Department PMF Program Manager and be received at least 90 days before the end of the appointment. The request must include specific reasons for the extension. At any time during an extension, the Fellow may be converted to a full-time, career or career-conditional appointment in the competitive service if their performance is at least Level 3 or equivalent, and certification is granted by the ERB or equivalent.

CONVERSIONS:

a. Fellows who are certified by the operating unit's ERB or equivalent must be non-competitively converted to a full-time, career or career-conditional appointment in the competitive service.

b. Conversions are not allowed prior to satisfactory completion of the PMF Program, and the operating unit's ERB or equivalent certification of satisfactory completion.

c. Conversions must be effective on the date that the two-year service requirement is met unless the appointment has been extended. Conversions can be effective at any point during the extension period once the Fellow has been certified by the operating unit's ERB, or equivalent, as having met all requirements of the PMF Program.

TERMINATIONS: The appointment of a Fellow expires at the end of the two-year PMF Program period if the individual has not been granted an extension or has not successfully completed the PMF Program.

If a Fellow is not appointed at the end of the PMF Program and the initial appointment has not been extended, the appointment expires when the certification for PMF Program completion is denied or when the OPM Director, or the Director's designee, denies the agency's request for an extension. The operating unit PMF Coordinator must immediately provide written notification to the Department PMF Program Manager when a Fellow is terminated, and the reason.

The Department PMF Program Manager will provide written notification to OPM when an individual is terminated, in accordance with Title 5, CFR § 362.208(b).

Either the supervisor or the Fellow may terminate the PMF Program appointment. If a proposed termination is initiated by the supervisor, the basis of the termination must be related to misconduct, poor performance, or suitability.

MOVEMENT TO OTHER FEDERAL AGENCIES: A Fellow may move to another agency at any time during their appointment in the PMF Program. In order to remain in the PMF Program, the Fellow must separate from the current agency and the new employing agency must appoint the participant without a break in service.

The Fellow does not begin a new two-year time period in the PMF Program upon appointment by the new employing agency. Because there is no break in service, time served under the previous appointment will apply toward the completion of the two-year PMF Program with the new agency.

The operating unit PMF Coordinator must immediately provide written notification to the Department PMF Program Manager when a Fellow leaves the Department. The Department PMF Program Manager will notify OPM when a Fellow moves to another Federal agency, in accordance with OPM's PMF Program Guide to Agencies, dated February 6, 2009. There is no provision in the regulations for either OPM or the gaining agency to reimburse the fee to the original appointing agency that was paid to cover costs associated with the recruitment, selection, placement, orientation, and graduation of a Fellow.

MOVEMENT TO ANOTHER BUREAU/OPERATING UNIT: A Fellow may move to another bureau/operating unit within the Department at any time during his or her appointment in the PMF Program with no break in service.

The Fellow does not begin a new two-year time period in the PMF Program upon appointment by the new bureau/operating unit. Because there is no break in service, time served under the previous appointment will apply toward the completion of the two-year PMF Program with the new bureau/operating unit.

The operating unit PMF Coordinator must immediately provide written notification to the Department PMF Program Manager when a Fellow moves from one bureau/operating unit to another, and the Department PMF Program Manager will in turn notify OPM. There is no

provision in the regulations for either OPM or the gaining bureau/operating unit to reimburse the fee to the original appointing bureau/operating unit that was paid to cover costs associated with the recruitment, selection, placement, orientation, and graduation of a Fellow.

WITHDRAWAL FROM THE PROGRAM: Fellows may withdraw from the PMF Program at any time by resigning from their appointment. Such a withdrawal will be treated as a resignation from Federal service. Individuals under service agreements for receiving incentives such as recruitment, relocation, student loan repayment, etc., may be indebted to the Department, in accordance with applicable Departmental policy, when the terms of the service agreement are not met.

A Fellow who held a career or career-conditional appointment in the competitive service in an agency immediately before entering the PMF Program and withdrew for reasons that are not related to misconduct, poor performance, or suitability may, at the Department's discretion, be placed in a career or career-conditional position, in accordance with Departmental policies. The Department's determination in this regard is not subject to appeal.

The operating unit PMF Coordinator must immediately provide written notification to the Department PMF Program Manager when a Fellow withdraws from the PMF Program, in accordance with Title 5, CFR § 362.207(3). The Department PMF Program Manager will in turn notify OPM when an individual withdraws from the PMF Program.

RESIGNATION: Fellows who resign before completion of the PMF Program do not have reinstatement eligibility for competitive service positions based upon the PMF appointment.

READMISSION: If a Fellow withdraws from the PMF Program for reasons that are related to misconduct, poor performance, or suitability, as determined by the operating unit PMF Coordinator, they may not be readmitted to the PMF Program.

If a Fellow withdraws from the PMF Program for reasons **not related** to misconduct, poor performance, or suitability, he or she may petition the operating unit PMF Coordinator for readmission and reappointment to the Program. Such a petition must be in writing and include appropriate justification. Upon consideration of the petition, the Department may submit a written request seeking OPM approval to readmit and appoint the individual to the Program. OPM's final determination regarding readmission and reappointment is not subject to appeal.

PROBATIONARY PERIOD: Once a Fellow is non-competitively converted to a career or career-conditional appointment in the competitive service, they do not serve a probationary period and acquire competitive status immediately upon appointment (Title 5, CFR § 315.708(c)).

CAREER TENURE: Service under PMF counts toward career tenure in the competitive service if the Fellow is converted to a career-conditional appointment upon completion of the program. To obtain career status, employees in the competitive service must have three years of substantially continuous service without a break in service of more than 30 calendar days (Title 5, CFR §§ 315.201(a), 315.201(b)(1)(xiii), and CFR § 315.201(3)).

STUDENT LOAN REPAYMENT PROGRAM: Operating units are authorized to repay federally insured student loans, in accordance with DAO 202-957, "Department of Commerce Repayment of Student Loan Policy." The PMF Program is not a graduate fellowship program for the purposes of Federal student loan deferment. Borrowers may not defer repayment of their loans based on participation in the PMF Program. Additional information may be obtained on the Federal Student Aid website at http://studentaid.ed.gov.

TRAVEL EXPENSES: Operating units are authorized, but not required, to pay travel expenses for pre-employment interviews and first post-duty stations. However, travel expenses incurred to attend OPM- and Departmental-sponsored training are the responsibility of the operating unit.

REDUCTION-IN-FORCE: Fellows are in the excepted service, Tenure Group II, for purposes of reduction-in-force, under Title 5, CFR § 351.502.

APPEAL RIGHTS: Fellows are excepted service employees within the meaning of Chapters 43 and 75 in Title 5, United States Code (U.S.C.), and have appeal rights as provided therein.

REFERENCES: Executive Order 13318; OPM's "Operating Manual: Qualification Standards for General Schedule Positions"; Title 5, CFR, Part 362, §§ 362.202(b), 213.3102 (ii), 531.221, 531.212, 302.304; Department Administrative Order (DAO) 202-430, "Performance Management System"; Performance Management System Handbook; Commerce Alternative Personnel System Operating Manual; Alternative Personnel Management System program; Title 5, CFR §§ 362.208(b), 362.207(3), 315.708(c), 315.201(a), 315.201(b)(1)(xiii), 315.201(3); DAO 202-957, "Department of Commerce Repayment of Student Loan Policy"; Title 5, CFR § 351.502; Title 5, U.S.C. Chapters 43 and 75.

OFFICE OF POLICY AND PROGRAMS: Valerie Smith, Acting Director, vsmith@doc.gov, 202-482-0272

PROGRAM MANAGER CONTACT INFORMATION: Sabra Street, sstreet@doc.gov, 202-482-4270

Presidential Management Fellows (PMF) Program Requirements for Fellows, (GS-9, GS-11, or GS-12 level or equivalent)

(Please print)

Name of PMF employee: _____

Current Title, Series, Grade or equivalent: _____

Bureau Assigned: _____

Name of PMF employee's supervisor: _____

Date when PMF employee was accepted into the program: _____

Date Appointment Expires: _____

Name of Operating Unit PMF Coordinator: _____

I. Individual Development Plans (IDP)

Each IDP should be individually tailored around the following elements:

a) **Target Position**: A brief description of the target position, and the specific knowledge, skills, and abilities that will be needed to qualify for the target position upon successful completion of the two-year program.
b) **Learning Objectives**: The learning objectives should include general management areas, as well as specific technical skills and experiences, which will qualify the Fellow for the target position at the end of the fellowship.
c) **Details and Timeline**: The IDP should clearly indicate when and how the learning objectives will be accomplished. The plan should outline the required developmental assignment (4-6 continuous months in duration) as well as the 80 hours of formal classroom training each year of the fellowship, including the PMF Program's orientation and graduation training.
d) **Demonstrated Success**: The IDP should include a means for tracking accomplishments of all IDP objectives at the end of the two-year fellowship. The supervisor and the Fellow should be partners in determining that the objectives set forth in the IDP have been accomplished. Should events preclude a Fellow from attaining specific learning objectives by a particular date, alternative arrangements should be made with his or her supervisor.

A. Did the PMF clearly identify the target position on the IDP? YES___ NO___

B. Did the PMF clearly list the learning objectives on the IDP? YES___ NO___

C. Did the PMF clearly explain the details and timeline on the IDP? YES___ NO___

D. Does the IDP provide a means for tracking accomplishments? YES___ NO___

II. Training and Development Policies

Every PMF employee must complete 80 hours of formal classroom training each year which can consist of "blended" courses. "Blended" courses combine online and in-person learning. They must combine some form of human instructor intervention with multiple students, either through virtual means or in person, and any electronic learning component (i.e. webinars). Courses that are solely technology based such as on-line, e-learning, virtual instruction, etc. **can not** count towards the 80 hours of formal classroom training.

OPM's 24 hours of Initial Orientation Workshop and the Departmental Orientation Training count towards the number of training hours completed in the year the Fellow attends. The operating unit PMF Coordinators are responsible for ensuring each Fellow completes 80 hours of formal classroom training each year.

A. Did the Fellow attend OPM's Initial Orientation Workshop? YES___ NO___

B. Did the Fellow attend the Departmental Orientation Training? YES___ NO___

C. Did the Fellow attend a total of 80 hours or more of formal training in year #1?

YES___ NO___ (need evidence such as Certificates of Completion)

D. Did the Fellow attend a total of 80 hours or more of formal training in year #2?

YES___ NO___ (need evidence such as Certificates of Completion)

The content of the training should be tailored to the specific learning objectives which will qualify the PMF for the target position at the end of the PMF fellowship. The Bureau will work with the Fellow to develop a written outline of core competencies and technical skills set forth in the Individual Development Plan (IDP), which the Fellow must gain before conversion to a target position.

III. Developmental Assignment

Each Fellow must complete at least one full time developmental assignment of at least **4 to 6 continuous months** in duration within the occupation or functional discipline in which the Fellow is most likely to be placed. The Assignment must provide full-time management and/or technical responsibilities consistent with the Fellow's IDP. Developmental assignments can range from specific assignments at a Fellow's home agency, to an extended assignment in another agency or even outside the Federal Government. To be considered "developmental," the Assignment must include management and/or technical responsibilities that allow the Fellow to learn as well as to demonstrate their skills and abilities. Developmental assignments must prepare the Fellow for the occupation or function in which he or she is likely to be placed. The Assignment must be clearly outlined and negotiated in advance with the Fellow's supervisor.

The developmental assignment must meet the requirements of Title 5, Code of Federal Regulations § 362.204(b)(4)(i)(A). A developmental assignment that is not at least 4 to 6 continuous months in duration, or is not in the occupation or functional area of the Fellow's target position, or does not have full time management and/or technical responsibilities consistent with the Fellow's IDP, does not meet the legal requirements of the program.

Requirements in section 362.204(b)(4)(i)(B) of Title 5, Code of Federal Regulations, specify that in addition to the developmental assignment, the Fellow **may** receive other short-term rotational assignments of 1 to 6 months in duration, at the appointing agency's discretion, to occupations or functional areas different from the one in which the Fellow will most likely be placed.

OPM's PMF Program Office facilitates Developmental and Rotational Assignments for both agencies and Fellows by posting available assignments on the PMF website under "Rotations." Instructions for posting rotations can also be found there.

In addition, OPM's PMF Program Office frequently posts Developmental Assignments within its own office for those Fellows who may be interested.

https://www.pmf.opm.gov/Documents/GuideForAgencies.pdf

A. Did the Fellow complete a 120 consecutive days (4 months) Developmental Assignment?
YES___ NO___

B. Was the Developmental Assignment within the functional area or occupation of the IDP targeted position? YES___ NO___

C. Was the Developmental Assignment "full time" and include management or technical responsibilities consistent with the Fellow's IDP? YES___ NO___

D. Did the Fellow receive a performance rating of at least Level 3 or equivalent?
YES___ NO___

IV. Approvals

This PMF is recommended for conversion. The operating unit PMF Coordinator verified the evidence presented by the PMF and endorsed this recommendation by signing below.

_____

Operating Unit PMF Coordinator Signature/Date

V. Comments: If recommending against certification or requesting an extension or waiver, provide the reason(s).